

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PUBLIC WORKS SUPERINTENDENT**

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Jurisdictional Class: **Non-Competitive**

Date Adopted: **8/21/67**

Date Revised: **October 30, 2000**

Jurisdictions: **Villages**

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**DISTINGUISHING FEATURES OF THE CLASS:** This is important supervisory and technical work involving the responsibility for the construction, maintenance and extension of streets and roads. Public Works Superintendent may be responsible for one or more of the following municipal services or activities: water treatment, waste water treatment, water distribution and storm and sanitary sewer extension and maintenance, garbage collection and maintenance of cemetery, municipal pool and parks. Incumbent works with other federal, state and county authorities such as Department of Environmental Conservation, Department of Health, Department of Transportation and Department of Public Works. Incumbent also handles complaints and public relations with residents of the municipality when necessary. Work is performed under the general direction of the Mayor and Village Board. Supervision is exercised over all employees engaged in public works activities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, supervises and participates in the construction, extension and maintenance of streets and roads;

Leads and assists in the removal of snow and ice from streets and roads;

Makes recommendations to the Village Board regarding major projects and the need for material, equipment and manpower;

May prepare specifications for equipment purchases and check equipment for specification compliance;

May supervise the operation and maintenance of a public water system - including a water treatment plant, water testing, water supply control, and water distribution systems;

May supervise the operation and maintenance of a waste water treatment plant and make or supervise necessary tests for control of plant operation;

May supervise the maintenance and extension of storm and sanitary sewers and water lines;

Oversees the care and maintenance of parks, playgrounds, municipal pools and cemeteries;

Oversees the safety of employees through knowledge and training of all related federal, state and local health and labor regulations;

Maintains records of public works activities;

Prepares necessary documents and reports;

May maintain inventories and records of use;

May prepare annual budget.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of streets, sidewalks, sewers and related public works activities; thorough knowledge of the principles and procedures involved in the operation and maintenance of the appropriate type of waste water treatment and water treatment plants when part of the duties and responsibilities of the class; good communication skills; good knowledge of the maintenance and repair of motorized equipment; ability to maintain effective working relationships with people; ability to plan and supervise the work of others; ability to work from plans, specifications and blueprints; resourcefulness; initiative and dependability.

Last Reviewed: n/a

Last Updated: 10/30/00

Reviewed By: n/a

Last Reallocated: n/a

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### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a New York State registered or regionally accredited four-year college with a Bachelor's Degree in Engineering or related public works field; **OR**
- (B) Graduation from a New York State registered or regionally accredited two-year college with an Associate's Degree in Engineering or related public works field, and three (3) years or progressively responsible experience in public works or related construction activities, one (1) year of which must have been in a responsible supervisory capacity; **OR**
- (C) Graduation from a standard senior high school or the possession of a New York State high school equivalency diploma and five years of progressively responsible experience in public works or related construction activities, two (2) years of which must have been in a responsible supervisory capacity.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

### **IN ADDITION TO THE ABOVE, THE CANDIDATE MUST BE ELIGIBLE FOR THE FOLLOWING CERTIFICATES ISSUED UNDER THE PROVISIONS OF THE NEW YORK STATE SANITARY CODE:**

- (1) In Middleburgh:
  - a) Grade II-B water treatment plant operator
  - b) Class 2-A waste water treatment plant operator
- (2) In Richmondville:
  - a) Grade II-A water treatment plant operator
  - b) Class 2-A waste water treatment plant operator
- (3) In Schoharie:
  - a) Grade II-B water treatment plant operator
  - b) Class 2-A waste water treatment plant operator
- (4) In Sharon Springs:
  - a) Grade II-A water treatment plant operator
  - b) Class 2-A waste water treatment plant operator